



## DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

Douglas A. Ducey  
Governor

Timothy Jeffries  
Director

Dear Arizona Restaurateur:

Thank you for contacting the Arizona Department of Economic Security (DES), with your interest in the United States Department of Agriculture (USDA), Food and Nutrition Services (FNS), Restaurant Meals Program. Two forms must be completed and provided to begin the application process. You must complete USDA/FNS Food Stamp Application for Meal Services (FNS 252-2) form and a Memorandum of Understanding (MOU) with the Arizona Department of Economic Security (DES). This letter explains the steps necessary to apply for this program.

**Step 1:** An MOU is required to be established between your restaurant establishment and the DES. This form is in this packet on the pages following this letter or the MOU forms may be accessed on the internet at [www.azdes.gov](http://www.azdes.gov) by completing a search for the letters *MOU* in the search bar on the DES webpage. For your convenience the MOU document can be located at the URL below by pressing CTRL and clicking on the link. You may also cut and paste the URL below into your search engine.

[http://intranet.azdes.gov/InternetFiles/InternetProgrammaticForms/pdf/Restaurant\\_meals\\_program\\_MOU\\_07-28-11.pdf](http://intranet.azdes.gov/InternetFiles/InternetProgrammaticForms/pdf/Restaurant_meals_program_MOU_07-28-11.pdf)

**Step 2:** The MOU form must be printed and then filled out completely. One MOU document may be completed for restaurants applying for multiple locations, provided that all restaurants are under the same ownership or structure. The MOU addendum must be completed in order to identify the names and location of each establishment.

**Step 3:** Along with the MOU, you must also complete the USDA/FNS Food Stamp Application for Meal Services (FNS 252-2) form. This form is in this packet on the pages following this letter or you may obtain this form/ application on the internet at the URL listed below. For your convenience the MOU document can be located at the link below by pressing CTRL and clicking on the link. You may also cut and paste the URL below into your search engine.

[https://www.azdes.gov/InternetFiles/InternetProgrammaticForms/pdf/FNS-252-2\\_Application\\_Form-Meal\\_Services\\_ver\\_8-2017.pdf](https://www.azdes.gov/InternetFiles/InternetProgrammaticForms/pdf/FNS-252-2_Application_Form-Meal_Services_ver_8-2017.pdf)

**Step 4:** When you have completed the MOU and the USDA/FNS Food Stamp Application for Meal Services (FNS 252-2) forms, the original documents must be mailed together to the address below. Once you submit the MOU and FNS 252-2 forms, both applications will be reviewed to ensure they are correct and complete and then the documents are forwarded to USDA/FNS for processing.

DES/DBME Systems Administrator/EBT Project Director  
P.O. Box 6123, Site Code 753C-1  
Phoenix, Arizona 85005

For any questions or concerns with your Food Stamp Application for Meal Services or the MOU, please contact DES at (602) 771-7984 or by e-mail at [FAASystemsHelpDesk@azdes.gov](mailto:FAASystemsHelpDesk@azdes.gov)